



PAYROLL APPROVING GUIDELINES

Approvers

TIME REPORTING SUMMARY

1. Access the **Employee Hub** at:
<http://www.xavier.edu/employees>
2. Click on the **Banner Self-Service** link
3. Press **ALT+M** or click the 4 square menu.
4. Click **Banner** then **Employee Services**.
5. Click the **Approve Leave Report** or **Approve Time** link.

** Select the **Department, Date Range, Status** or search for an **Employee ID** as needed.

Approvals Leave Report

Leave Report All Departments 01/01/2023 - 01/31/2023 (2023 MN 1) All Status except Not Started Enter ID/Name

6. Scroll down to the **Pending** section and select the Employee's Report to Approve

Pending 1

| Employee Name | ID | Organization | Hours/Days/Units |
|---|-----------|------------------------------------|------------------|
| Cutchin, David W. Project Manager, 998408-00 | 000561938 | X-53001, Project Management Office | 7.50 Hours |

7. You may add **Comments** or **Confidential Comments** (payroll/supervisor view only)
You will also see any Employee Comments listed here as well.
8. Review the Employee Leave Report Entry Information
9. **Return** will take you back to the Overview to select another Employee.
10. **Details** allows you to look into the Leave Report to make Edits if needed on behalf of the Employee.
11. **Return for Correction** allows you send the Time report back to the Employee for correction.
12. **Approve** completes the Time report.

Comment (Optional):

Add Comment

2000 characters remaining

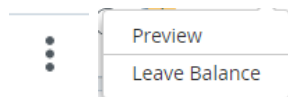
Confidential Comment

Cutchin, David W.
Added on 01/18/2023 (10:39 AM)
This is a Test only.

Return Details Return for correction Approve

EMPLOYEE LEAVE BALANCES

You can see a Leave Balances within the **Details** of the Employee's Time Report (see above) or the Entry Approvals by selecting the 3-dots Leave Balances.



RETURN FOR CORRECTION

Click the Return for Correction button to return the Employee's Time Report to the Employee. Note you must include Comments as to the return reason. The Employee will receive a Return for Correction email, then they will need to modify the Time Report and resubmit to you for Approval.

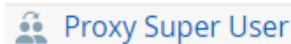
TIPS & REMINDERS

- Employee Leave cut-off** is about 14 days into the month (except at the end of the fiscal year). **Approver's deadline** is one week later.
- Employee Bi-weekly cut-off** is **Monday at noon**. **Approver's deadline** is **Monday, end of the day**.
- Student Employee cut-off** is **Monday at 5:00 pm**. **Approver's deadline** is **Tuesday, end of the day**.

DESIGNATING A PROXY

A proxy is a person who can act as an Approver if you are unavailable.

1. On the *Time Entry Approvals page*, click the **Proxy Super User**



2. Click **Add a new proxy** then enter the persons name, when the information appears, click the persons name
3. **Select** the person from the list below
4. **Delete proxies** allows you to remove them from your quick list.

Add a new proxy

Employee Name - [Home Organization]

Cutchin, David W. - [Project Management Office]

Huber, Tiffany C. - [Financial Administration VFPA/CBO]